



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

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NOTICE OF CORRECTION

JUNE 15, 2007

EXAM TITLE: ADMINISTRATIVE ASSISTANT I

EXAM CODE: 7BP18

EXAM BASE: PROMOTIONAL - SACRAMENTO ONLY

The bulletin announcing the above named examination is amended as follows:

The exam bulletin released on June 12, 2007 that lists salary ranges for Range A and Range B is incorrect. The only salary range allowed for this class is Range A at \$3538 - \$4300 monthly.

We apologize for any inconvenience.



PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES ADMINISTRATIVE ASSISTANT I

DEPARTMENTAL PROMOTIONAL FOR: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST	In Sacramento only
WHO SHOULD APPLY	Competition Limited To State Employees Only. Applicants must have a permanent civil service appointment with the Department listed above and meet the minimum qualifications to participate in this examination. (See General Information, Promotional Examinations Only, for exceptions to this requirement.)
HOW TO APPLY	Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or applications may be mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an examination title will not be accepted and will be returned to the sender. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
APPLICATION DEADLINE	FINAL FILE DATE: JUNE 26, 2007 Applications (STD 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
SALARY RANGES	Range A \$3538 - \$4300 Monthly Range B \$3700 - \$4499 Monthly
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
THE POSITION	Incumbents in this position are responsible for relieving an administrator of assigned administrative detail, for carrying out assignments on their own initiative without detailed instructions, and for obtaining facts on which decisions or recommendations may be based. They serve to increase the capacity of an administrator to carry out the duties and responsibilities of his/her position and are to be considered as an augmentation of the administrator rather than a separate entity in the organization of the agency.
SPECIAL PERSONAL CHARACTERISTICS	Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

NOTE: ALL APPLICANTS MUST MEET THE EXPERIENCE AND/OR EDUCATION FOR THIS EXAMINATION BY THE FINAL FILE DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE QUALIFICATIONS REQUIRED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM
QUALIFICATIONS****Either I**

Twelve months of work experience in the California state service performing staff work in a class with a level of responsibility equivalent to that of Junior Staff Analyst, Range B, or Staff Services Analyst, Range B.

Or II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary I.

Or III

Experience: Two years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in the California state service must be at a level of responsibility equivalent to that of Office Services Supervisor I.); or
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a working knowledge of the field of management, at least one year of which shall have been in a higher than trainee capacity. and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet this education requirement on a year-for-year basis.)

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience. Possession of a Master's Degree in Hospital Administration with a one-year internship in a hospital or its equivalent may be substituted for the required experience.)

**EXAMINATION
INFORMATION**

This examination will consist of a qualifications appraisal interview. This interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

**EDUCATION AND
EXPERIENCE
INFORMATION**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" and "Scope" carefully to see what kind of information will be useful to the staff doing the evaluation.

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**QUALIFICATIONS
APPRAISAL
INTERVIEW**

If necessary, interviews will be held during **August/September 2007**. Interviews will be scheduled in Sacramento only. **Competitors who do not appear for the interview will be disqualified.**

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%**SCOPE****A. Knowledge of:**

1. Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management.
2. Office management principles, methods, and procedures.
3. Administrative survey techniques and skill in their application.
4. Statistical and research methods.

B. Ability to:

1. Think clearly and quickly and analyze and solve problems of organization and management.
2. Supervise the staff of an administrative office.
3. Establish and maintain cooperative working relationships.
4. Carry out assignments without detailed instructions.
5. Communicate effectively.

**VETERANS
PREFERENCE**

Veterans preference credits will not be granted in this examination.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

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GENERAL INFORMATION (CONTINUED)

The California Department of Social Services and State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and ten (10) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference Application form (1090) which is available from State Personnel Board Office, written test proctors, and the Department of Veterans Affairs, P.O. Box 94289, Sacramento, CA 94295-0001.

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
744 P STREET
SACRAMENTO, CA 95814**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.